



City of Long Beach

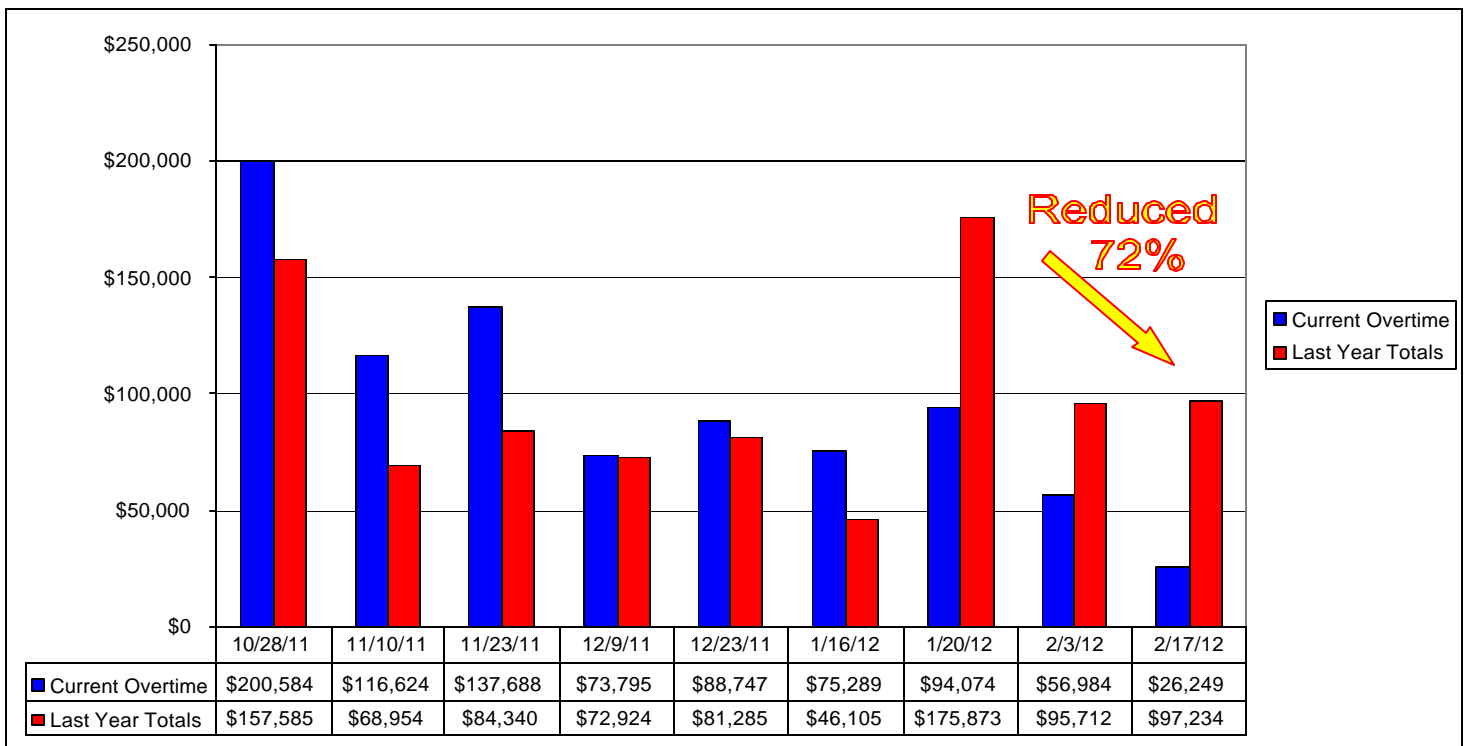
Reforms At a Glance



Highlights of the Overtime Policy issued January 23, 2012:

- Scheduled overtime will be approved only when deemed necessary by respective department heads and with prior approval from the City Manager's office.
- Overtime will only be authorized when the City Manager's office is satisfied that the overtime work or service is essential and that overtime is the most appropriate and cost effective way of completing the necessary work.
- All department heads are to fill out the overtime request form prior to any overtime and submit this form to the City Manager's office for pre-approval.
- Overtime requests submitted after the overtime work or services have been completed will be considered to be in violation of this policy, except in the case of a genuine emergency situation.

What is an emergency? An emergency, as defined by General Municipal Law, is an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk.



**Overtime has dropped \$67,825 (72%) since the implementation of the Overtime Policy
Lowest Overtime has been in YEARS.**

***We have not needed to deny any official overtime requests as of yet. Reduction has been based solely on proper oversight and improved scheduling by Departmental management.**